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OPTIONAL FORM

UNITED STATES GOVERNMENT

Memorandum

TO : CIA Records Administration Officer DATE: 15 August 1963

FROM : Records Administration Officer
Office of the Comptroller

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. The Annual Report on Records Holdings for this Office is as follows:

   a. Records on hand - 15 June 1962 3718.95 cu.ft.

   b. Records on hand - 15 June 1963 *4203.50 cu.ft.

   c. Records destroyed 15 June 1962-
      15 June 1963 *353.55 cu.ft.

*Does not include figures from Budget Division. Supplemental Report will be made upon receipt of information from Budget Division.

2. The inventory of filing equipment as of 31 July 1963 follows:

Type	Number
Safes	
4 drawer	317
5 drawer	4
2 drawer	53
Cabinets	
5 drawer	164
4 drawer	17
card sizes - 5 X 8	3
card sizes - IBM	72
Map Case Safe	1
Other	
Mosler Vault Safe - 2 door	2
Card Safe - 5 drawer (3 X 5)	3
Cardex Visible Safe - 17 slides	8
Card Safe - 8 drawer (5 X 8)	1
Tub Safes	2
Mosler 4 drawer safe with vault door	4
IBM Card Safe - 8 drawer	2
Acme Visible Tubs	12
Magnetic Tape Reel Cabinets	19

STATINTL

25 YEAR RE-REVIEW

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